

BUILDING APPLICATION PROCESS

Land Development Division (LDD) characterizes Building Applications into the following categories:

- Private Grading on Private Property (CRSI)
- Construct of a new Building and Parking Facility (CRBL)
- Constructing or modifying a parking Facility (CRSI)
- Tennant Finish project with minor exterior work in adjacent r/w (CRTF)
- Other (which LDD typically is not involved in!)

Notice that the Building Official uses a CR?? Kiva Permit Type to define the different types of Kiva processes involving an Building Official Application for review and permitting. LDD is involved in the Building Application Process in the following ways:

- As a support Review Agency to review the application for its potential impact to the surrounding public infrastructure (i.e. Streets, Sidewalks, Drive Approaches, Street Light relocations, Storm Sewers, and Sanitary Sewers. LDD does not review for impacts to the Water Distribution or Connection Systems, contact Water Services for that function). See Land Development Submittal Process in the Process Overview page for the key Regulations that that LDD uses during its review of the Building Application.)
- 2. As a required companion LDD Application. (e.g. if the Building Application was for work that would result in a Site Disturbance of 1 acre or more, then and LDD Site Disturbance Application would be required as a companion application). Please note that in this case the Site Disturbance, per Code of Ordinance is a prerequisite Permit that must be issued by LDD prior to the Building Permit being issued.
- 3. As coordination entity for perimeter MINOR Infrastructure modification and permitting, when the applicant has chosen to depict on the Building Application plans the perimeter work in the r/w that must be permitted separately by LDD. Note, only in the case of 1 and 2 family residential permitting by the Building Official, can the applicant include MINOR Infrastructure in the Building Permit, and these are Building Official Permit applications that will be reviewed by LDD, since LDD review Building Applications that are triplex units or greater residential structures or commercial, office, or industrial structures.

In the case of the above involvement in the Building Application process, our Review Activity is "CRLDDREV" on the CR?? Building Application Kiva Permit process. We generally provide one of the following dispositions for our review:

- NOT APPROVED: This means that our review found the application incomplete and lacking
 adequate information to fully review for general compliance. This requires a resubmittal
 application to the Building Official to address LDD's comments/deficiencies. KivaNet can be
 used to monitor our review status and comments.
- APPROVED: (Approved with no Conditions or Approved with Conditions) are the two (2) statuses that are communicated in this disposition. A "Condition" or "Condition of Approval" is added to the Kiva Permit Process "Condition of Approval" forms so that subsequent Kiva Building Permits are aware of any Conditions that must be addressed prior to issuance of Temporary Certificate of Occupancy (CofO) or prior to Final CofO. These conditions must be addressed prior to the stated type of CofO. Common Conditions like these might required separate Permit Issuance from LDD, or submittal of Separate Regulatory Documents. The specific conditions will be spelled out in the review disposition comments.
- PART APPROVED: This is given when there may be some remaining review deficiencies that still need to be resolved, but it is unlikely to affect the partial permitting of the work.
 Comments in the Disposition like "OK Foundation & Footing (F&F) or OK Full Building" are common examples to express what level of Permit Issuance are acceptable to the LDD Reviewer. This disposition also requires resubmittal of the Building Application to address the deficiencies, prior to either full Permit Issuance or prior to the activity being signed-off as APPROVED.

In the case of 2. above, a unique digital approach has been set up within the Building application to digitally notify the Building Official that the Site Disturbance Permit issued by Staff in LDD has occurred. The CR?? Kiva Permit contains a Activity Code "CPSEC8," which shows up in KivaNet as "LAND DISTURBANCE PERMIT ISSUED" that must be signed-off by LDD Permit Staff once the Site Disturbance Permit is issued, regardless of the status of the Building Application CR?? Review Process Permit. Timing of LDD Applications versus the Building Official Applications is note worthy. For CRSI Permit Applications (i.e. Codes Review Site applications), the review turnaround time is two (2) weeks, while the LDD Site Disturbance Application is four (4) weeks. To align these the applicant may either submit the LDD Application two (2) weeks prior to making the Building Application or pay a priority review fee to LDD to reduce it's review time in half. (See Land Development Submittal Process in Process Overview page for information on LDD Application Submittals and Fees.)

In the case of 3. above, once LDD has completed it review of the Building Application, we create LDD Kiva Construction Permits with a "T" Number, signifying temporary status and not issued, which we communicated to the applicant. This is done to stream line the permit issuance process for the applicant of the LDD permits. By having the permit already drafted, all that is required is INSURANCE, possibly BONDING, and FEEs, to get issued, the Scope and street segment ties are already entered. These LDD permits are also tied in Permit Genealogy and can be located quickly in KivaNet for reference when discussing with our LDD Permit Staff prior to arriving to the 5th Floor for permit issuance. (See Permit Issuance Process in Process Overview page for more information on LDD Permit Issuance and Fees)